# TOOLKIT

Form of Representation Object that will be used in activity Object that is symbolic of activity Photograph Drawing Preture/symbol Single word Phrase or sentence Length 1 tem only (transition) 2 items (first, then sequence) 3 - 4 items, up to an hour 2 hours 4 day Full day Presentation Format 1 item at a time Left-to-right sequence Top-to-bottom sequence Multiple rows  Way of Manipulating the Schedule Carry object to use Carry object or visual cue to match (box, basket, envelope, pocket, velcro, clip) Turn over visual cue as activity completed Mark off visual cue as completed Mark off visual cue as completed Location of the Schedule Teacher/supervisor takes to student Stationery in central/ neutral place (on table, on shelf, on well) Multiple schedules in different locations Portable schedule ("pull-off traveler" from stationery schedule, on clipboard, in notebook Initiation of Use of the Schedule Teacher/ supervisor takes to student Transition symbol for schedule (from same room, within view, or from distance Verbal cue for schedule (from same room, within view, or from distance Student checks spontaneously and independently throughoul day Student checks spontaneously and independently throughoul day	TEACCH: INDIVIDUAL S	CHEDU	JLE GUIDELINES	]
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#### **Schedules**

Daily	Individual Schedule for	Visual
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#### Schedules

Student	Date
Schedule:	Transition Cue:

Activity	Knows when to check schedule	Locates schedule	Follows sequence	Manipulates schedule	Goes to activity	Remains in activity	Comments
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<sup>1 =</sup> fail 2 = physical prompt

<sup>3 =</sup> verbal prompt 4 = gestural prompt

<sup>5 =</sup> material prompt 6 = independent

# Daily Schedule

7:15 – 7:45	Breakfast
7:45 - 8:00	Bathroom/Brush Teeth
8:00 - 8:30	Sensory Integration and Social Skills/Group 1 Speech
8:30 - 9:00	Sensory Integration and Social Skills/Group 2 Speech
9:00 - 9:20	Calendar and Daily News
9:20 - 9:30	Break
9:30 - 10:15	Songs, Story, and Reading Groups
10:45 - 11:15	Lunch
11:15 – 11:25	Large Group
11:25 - 12:00	Center Time
12:00 - 12:15	Snack
12:15 - 12:30	Recess
12:30 - 12:45	Bathroom/Water
12:45 – 1:15	Rest
1:15 - 1:45	Specials
1:45 – 2:15	Language Arts/Computer
2:15-2:30	Closing Circle (review of the day), Dismissal

### Jamie's Schedule

7:12-7:45	Breakfast
7:45 – 7:50	Put backpack away and sign in
7:50 - 8:00	Bathroom
8:00 - 8:30	Speech
8:30 - 9:30	Mainstream for reading and language arts in Mrs. Osborne's second grade class
9:30 – 10:15	Follow work/computer schedule
10:15 - 10:45	Special
10:45 – 11:15	Lunch
11:15 – 11:20	Brush teeth
11:20 – 11:25	Bathroom
11:25 – 12:00	Centers
12:00 – 12:15	Snack
12:15 – 12:30	Recess
12:30 - 2:10	Mainstream to the resource classroom
2:10	Dismissal

#### Adult 2

7:30 - 7:45	Monitor breakfast/meet buses
7:45	Dismiss Jamie and Adam from the table to line up (Ms. H will be at the door waiting). follow the last person in the line to the room to put things away and sign in.
7:50	Assist Jamie and Adam brushing teeth
7:55	Take Jamie and Adam to the bathroom
8:00	Take Jamie and Adam to speech
8:00 - 8:20	Assist in Large Group
8:20 - 8:30	Work 1:1 with Aaron
8:30 - 8:50	Set up 1:1 tables/make materials
8:50 - 9:00	Work 1:1 with Adam
9:00 - 9:20	Prepare materials at Charles' 1:1 table for reading groups at 9:30
9:20	Follow the last person in the line to the gym for break
9:30 - 10:15	Prepare for reading group
	Monitor large group – we will sing 2 songs, I will read a book, and then dismiss to your group. The instructions for the lesson will be on the table
10:15 - 10:45	Math Group
10:45 – 11:15	Lunch – Follow the last student in line. Monitor lunch (If all students are finished at 11:05, take Adam, Joe, Dakota, and Nick to the bathroom.)
11:10	Take Adam, Jamie, Charles, Aaron and Lee to the bathroom
11:15 – 11:45	Lunch for yourself
11:45 12:15	Make materials
12:15 - 12:30	Monitor recess (Follow the end of th eline to and from the playground and while outside keep an eye on Jamie and Charles.)
12:30 – 12:45	Bathroom/Water
12:45 – 1:15	Monitor rest/make materials
1:15 – 1:45	Monitor special
1:45 - 2:15	Assist with large group
2:15	Dismissal

# Daily Schedule/Routine

Activity		
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